



South Coast Air Quality Management District

Engineering & Compliance

*Policies &
Procedures*

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

ENGINEERING DIVISION MEMORANDUM

DATE: March 18, 1991
TO: Engineering Division Staff
FROM: Nick Nikkila /s/ by Nick
SUBJECT: Environmental Document Review Coordination

As a public agency, under the statute and guidelines of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), the District is responsible for commenting on environmental documents or preparing a CEQA document, depending on whether we are the responsible or lead agency, respectively. The District's Planning Division is responsible for providing comments on environmental documents prepared for regionally significant projects and for preparation of CEQA documents.

The District determines regional significance based on the "Protocol for Comment Letters on Environmental Impact Reports for Regionally Significant Projects," adopted by the Board on March 2, 1990. The Protocol establishes First Priority projects as those now subject to subsequent permits from the District. Second Priority projects are those not now subject to District permits, but where the size or nature of a project may significantly impact air quality.

The comments on the environmental documents, whether we are the responsible or lead agency, however, involves comments provided by the Engineering Division. To that end there is a need to develop a procedure which will facilitate coordination between the Planning and Engineering Divisions and to provide timely comments on the environmental documents.

The attached process has been developed in coordination with the Planning Division in order to facilitate a timely review of these documents. Please follow this process for reviewing and commenting of all environmental documents. Also, please keep in mind that CEQA documents are information disclosure documents and are not used for permitting purposes. Therefore, comments should not reflect detailed permitting decisions, but rather be more general. Finally, since comments are public information they should be based on District Rules or policies, and not on personal opinions. **Presently Our Coordinator for the Engineering Division is Mohsen Nazemi, and the Planning Division is Connie Day.**

Thank you for your cooperation.

MN:ceqarev

Attachments

Cc: Bill Fray
Barry Wallerstein
Connie Day

ENVIRONMENTAL REVIEW COORDINATION PROCESS

1. A copy of environmental documents will be forwarded to the Environmental Review Section for initial review and evaluation.
2. The Environmental Review Section will deliver environmental documents to the Engineering Division Coordinator, Mohsen Nazemi, for those projects that require permits or other technical review that falls within the scope of the Engineering Division.
3. Mohsen Nazemi will distribute the documents to the appropriate Engineering section for review and comment.
4. A cover sheet will be attached to each document and will identify the date comments should be provided to the Planning Division, and a contact person (see the attached Planning Division sample memo).
5. The Engineering Division will provide comments to the Planning Division, using the attached Engineering Division sample memo and identifying the Document Number. A copy of the Engineering Division comments will be provided to Mohsen Nazemi.
6. In the interest of saving time, **all documents and comments between departments will be hand-delivered.**
7. The Engineering Division will be responsible for reviewing:
 - Stationary Source Review
 - Mitigation Measures (Technical requirements related to operation, i.e. BACT, etc.)
 - Project Alternatives (Technical requirements related to Alternatives, i.e. BACT, etc.)
 - Toxic Emissions (Technical areas for emissions, Reg. XIV, etc.)
8. The Environmental Review Section will be responsible for reviewing:
 - Indirect Sources
 - Mobile Sources
 - Short and Long-term Impacts
 - Traffic
 - Mitigation Measures (Monitoring and Compliance, other mitigation measures, i.e. during construction)
 - Project Alternatives (Overall impacts of Alternatives)
 - Toxic Emissions (Health Risk Assessment Methodology)
9. All correspondence from the District relative to the environmental documents will be issued from the Planning Division. The Environmental Review Section is responsible for coordination within the District and preparing comment letters to outside agencies within the time restrictions established by CEQA or NEPA. All comments received will be incorporated into the comment letter sent to the lead agency.
10. A copy of the comment letter will be forwarded to Mohsen Nazemi by the Planning Division.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
PLANNING DIVISION
ENVIRONMENTAL COMMENT INFORMATION**

TO: Mohsen Nazemi **FROM:** Connie Day **DATE:** _____
TO: _____ **FROM:** Mohsen Nazemi **DATE:** _____

The attached environmental document is provided for your review and comment. Please return your comments to the Environmental Review Section of the Planning Division no later than the indicated date. If you have any questions please contact Connie Day at (818) 307-4507. Thank you for your cooperation.

RESPONSE DATE: _____

AIR QUALITY SPECIALIST: _____ EXT. _____

DOCUMENT NAME: _____

DOCUMENT NUMBER: _____

PROJECT LOCATION: _____

NOTES: _____

PLEASE RETURN DOCUMENT TO THE PLANNING DIVISION: YES _____ NO _____

Please provide comments in the attached format.

(cd/comocor1/011090)

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

ENGINEERING DIVISION

ENVIRONMENTAL DOCUMENT COMMENTS

DATE:

TO: Connie Day - Planning

FROM:

The Engineering Division provides the following comments on the environmental document noted below. If you have any questions, please contact the project engineer, noted below.

PROJECT ENGINEER: _____ EXT. _____

DOCUMENT NAME: _____

DOCUMENT NUMBER: _____

COMMENTS:

cc: Mohsen Nazemi

(stproto2)